

MURRAY CITY PUBLIC SAFETY SERVICE RULES AND REGULATIONS

SECTION 1 DEFINITIONS

1-1. **Allocate.** The term "allocate" means to place in a given class.

1-2. **Appeal Board.** The Appeal Board shall consist of three members selected by the Mayor, the grievant and three Department Heads to hear appeals of disciplinary action involving discharge, suspensions without pay of more than two days, or transfer to a position with less remuneration.

1-3. **Application of Definitions.** For the purpose of these Civil Service Rules the words and phrases defined in this Section shall have the meanings in this Section ascribed to them, unless it is apparent from the content that a different meaning is intended.

1-4. **Appointment.** The term "appointment" means the designation of a person, by due authority, to become an employee in a position as provided for in these Rules.

1-5. **City Council.** The term "City Council" means the Murray City Municipal Council.

1-6. **Class or Class of Positions.** The term "class" or "class of positions" means a group of positions established sufficiently similar in respect to duties and responsibilities that the same descriptive class title may be used to designate each position allocated to the class, that the same entrance qualifications may be required of incumbents in the class, that the same tests of fitness may be used to choose qualified employees, and that the same schedule of pay may be made to apply with equity under the same, or substantially the same, employment conditions.

1-7. **Class Specification.** The term "class specification" means a written statement describing the duties, responsibilities and entrance qualification standards of a class of positions.

1-8. **Class Title.** The term "class title" means the designation given under these Rules to a class and to each position allocated to the class.

1-9. **Classification Plan.** The term "classification plan" means the plan of classification and grading of all positions in Public Safety Service adopted as the same may be from time to time amended.

1-10. **Demotion.** The term "demotion" means a change in employment status from one class to a class having a lower range of pay.

1-11. **Department Head.** The term "Department Head" means the Chief of the Fire Department or Chief of the Police Department depending on which Department the employee in question is employed.

1-12. **Due Regard for Length of Service.** Where other considerations are equal, an employee's seniority or accumulative length of service with the City shall prevail in the determination of merit for purposes of appointment, promotion, transfer, retention, dismissal, or other action affecting an employee.

1-13. **Eligible.** The term "eligible" means a person whose name is on an appropriate eligible list and who is not ineligible for appointment for other reasons.

1-14. **Eligible List.** The term "eligible list" means a list of persons who are qualified under these Rules for appointment to a position in Public Safety Service.

1-15. **Emergency.** The term "Emergency" means any unusual and unforeseen circumstances of a grave nature which might reasonably interfere with a person's normal course of conduct and the person's usual pattern of behavior, as determined by the Hiring Authority at his/her sole discretion.

1-16. **Employee.** The term "employee" means a person who has successfully completed a probationary period in a Public Safety Service position. Employee does not include probationary status employees, Chiefs, Assistant Chiefs, or seasonal employees.

1-17. **Examination.** The term "examination" means an oral and/or written test or tests and the evaluation of the results thereof, used to determine the eligibility and the relative merit and fitness of candidates for appointment to a position in the Public Safety Service.

1-18. **Hiring Authority.** The term "Hiring Authority" means Chief of the Police or Fire Department.

1-19. **Mayor.** The term "Mayor" means the duly elected Mayor of Murray City, Utah.

1-20. **Personnel Advisory Board.** The term "Personnel Advisory Board/(PAB)" means a board created pursuant to Chapter 2.42 of the Murray City Municipal Code. The PAB consists of three (3) members appointed by the Mayor with advice and consent of the City Council. The PAB shall hear and resolve grievances as provided in these Rules.

1-21. **Position.** The term "position" means an office or place of employment in the Public Safety Service, having assigned or delegated duties.

1-22. **Probation Period.** The term "probation period" means a working test period during which an employee is required to demonstrate his/her fitness to the class to which he/she is appointed by actual performance of the duties of the position, before appointment shall be deemed to be regular status. During the probation period, the employee is at-will.

1-23. **Probationary Status.** The term "probationary status" means the status of any employee who has been regularly appointed from an eligible list but who has not completed the

probationary period provided in these Rules, and is therefore at-will, or a regular status employee who has been placed on probation as part of disciplinary action.

1-24. **Promotion.** The term "promotion" means a change in employment status to a higher rank with a higher range of pay.

1-25. **Provisional Employee.** The term "provisional employee" means an employee who has provisional status.

1-26. **Provisional Status.** The term "provisional status" means an employee who has been appointed to fill a position for which no eligible list exists and which status exists for a term limited as provided by these Rules.

1-27. **Public Safety Service.** The term "Public Safety Service" means all positions in the City Police and Fire Departments and employees who hold their positions in the respective Department by virtue of and in compliance with these Rules.

1-28. **Register.** The term "register" or "register of eligible candidates" means the same as "eligible list" as herein defined.

1-29. **Regular Status.** The term "regular status" means the status under these Rules of an employee in a position in the Public Safety Service to which he/she has been appointed as provided in these Rules and for which he/she has successfully completed the probationary period and who has been accepted as an employee in such position.

1-30. **Rules.** The term "Rules" means the Murray City Public Safety Service Rules and Regulations.

1-31. **Suspension.** The term "suspension" means the temporary separation from the Public Safety Service without pay of an employee for disciplinary purposes.

1-32. **Test.** The term "test" means and includes:

- a. Assembled Test: A written, oral, performance or physical test at a specified time and place at which candidates are required to appear for competitive testing under supervision, and/or
- b. Unassembled test: A test consisting of an appraisal of training, experience, work history, or any other means for evaluating other relative qualifications of candidates without the necessity for their appearing at a specified place.

1-33. **Transfer.** The term "transfer" means a change of an employee from one position to another position in the same class or another class having similar duties, the same range of pay

and similar employment standards. Transfer does not include disciplinary transfers to a position of less remuneration for disciplinary reasons.

1-34. Veteran Preference. The term "active duty" means active military duty and does not include active duty for training, initial active duty for training, or inactive duty for training.

A "Disabled veteran" means an individual who has: (a) been separated or retired from the armed forces under honorable conditions; and (b) established the existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of laws administered by the Federal Department of Defense or Veterans Affairs.

"Preference eligible" means: (a) any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated under honorable conditions; (b) a disabled veteran with any percentage of disability; (c) the unmarried widow or widower of a veteran; or (d) a retired member of the armed forces who retired below the rank of major or its equivalent.